

Pupil Admissions & Data Officer

£27,216 to £28,935 per annum (pro rata)

Term Time plus Inset days & an additional 2 weeks during the Summer

Start Date: 1 September 2025



Come and join us and make a difference!

We are a large primary school with fabulous children, looking for a Pupil Admissions & Data Officer to join our main office team.

Key responsibilities include:

- Working in partnership with the Office Manager and other key staff to ensure excellent administration for pupil admissions; including but not limited to responding to queries, assisting staff and working with external agencies and companies.
- To be responsible for the process of admissions from initial family inquiries through to Slough Borough Council (SBC) Admissions returns, ensuring and maintaining a high standard of process organisation.
- To work in partnership with senior leaders to raise the profile of the school within the community and to encourage applications through engagement with a range of stakeholders.
- To be responsible for maintaining pupil data, relevant to the role, producing reports as required, including the school census returns to the Department for Education (DFE).

The successful candidate will meet the criteria outlined in the person specification (attached to the job description) and: -

- be knowledgeable of the importance of the safeguarding of children within a school setting,
- ideally have knowledge / experience of working in an educational setting, have a good understanding / knowledge of the admissions process, and be familiar with data maintenance to reporting.
- be proactive and want to make a positive difference,
- be organised, flexible and have initiative,
- have effective communication skills,
- be self-motivated with a willingness to learn new practices and procedures,
- be educated to GCSE level, 4 or above in Maths and English (or equivalent).

Salary Level 4, point range 8 to 12. Actual salary range £24,468 to £26,796 per annum (dependent on skills and experience) based on working Monday to Friday, Term time plus Inset Days and an additional two weeks during the Summer holidays. 37 hours per week, ideally 8.30 am to 4.30 pm Monday to Thursday, and Friday 4.00 pm finish (1/2 hour daily lunch break), however alternative hours could be considered.

Our staff are our most valuable resource and we are committed to developing them to be the best they can be. We are proud to be part of The Elliot Foundation Academies Trust www.elliotfoundation.co.uk. If you think you can make a positive and confident contribution to our school we would be delighted to hear from you. For further details, including an application form, job description and person specification (outlining the criteria required for the post), please visit the school website via Cippenham School.

To arrange a school visit or if you have any questions please email hr@cippenhamschool.org.uk or contact the school office on 01628 604665. Please note an application form must be completed and CVs will not be accepted.

Closing Date: Wednesday 16 July at 9.00 am.

Interviews to take place between 17 & 22 July 2025.

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will be subject to the relevant pre-employment checks which will include an enhanced DBS check, the Children's Barred List check and satisfactory references.